

TELSCOMBE TOWN COUNCIL



Minutes of a meeting of **TELSCOMBE TOWN COUNCIL** held on **Wednesday 18th November 2020** at 7.30pm by remote transmission.

PRESENT:- Cllrs C Cheta, C Clarkson, C Gallagher, J Harris, D Judd, L Mills, L O'Connor, B Page, C Robinson, I Sharkey *Mayor*, A Smith

Also present: Stella Newman, Town Clerk & RFO (*minutes*)

The Mayor welcomed everyone present.

PRESENTATION BY CONSULTANT J BOOT ON THE NEIGHBOURHOOD DEVELOPMENT PLAN

Unfortunately, the consultant was not available to attend so Cllr Gallagher as Chair of the Steering Group ran through the presentation slides. The slides showed the masterplan that had been drawn up by Aecom for the Steering Group detailing a total of 123 residential units being a mix of houses and flats. Cllr Gallagher also advised that a consultation leaflet is currently being prepared which will be sent to every household within Peacehaven and Telscombe Council's remit.

The Mayor started the meeting at 7.41pm.

1696. PUBLIC QUESTION TIME

There were no public present.

1697. APOLOGIES FOR ABSENCE

Cllr Brindley had sent apologies due to work commitments and this reason was accepted.

1698. TO RECEIVE MEMBERS DECLARATIONS OF INTEREST IN RELATION TO MATTERS ON THE AGENDA

None.

1699. TO APPROVE MINUTES OF THE MEETING HELD ON WEDNESDAY 16th SEPTEMBER 2020

It was proposed by Cllr O'Connor, seconded by Cllr Cheta and unanimously **RESOLVED** that the minutes of the meeting on 16th September 2020 were correct and were signed by the Mayor, Cllr Sharkey.

1700. TO RECEIVE MINUTES FROM THE FOLLOWING COMMITTEES:-

(a) Planning & Highways – 2nd and 21st September & 12th October 2020

Cllr Harris proposed that the minutes of the meetings on 2nd and 21st September and 12th October 2020 be accepted and the recommendations be adopted, seconded by Cllr Mills and **RESOLVED** that the minutes be accepted and recommendations adopted.

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(b) Policy & Resources – 7th September 2020

It was noted that the item discussed under minute 1413, p 3243 regarding wording for TRA signs is being re-visited. Cllr Clarkson therefore proposed that the minutes of the meeting on 7th September 2020 be accepted and all recommendations apart from that in minute 1413 on page 3243 be adopted, seconded by Cllr Judd and **RESOLVED** that the minutes be accepted and recommendations adopted apart from that in minute 1413.

(c) Amenities & Civic Centre – 27th July 2020

Cllr Page queried minute 1308 on page 3228 as he did not recall abstaining. The Town Clerk checked and Cllr Page had lost his internet connection so had not actually abstained, but was simply not present to vote. It also transpired that Cllr Robinson had made the proposal and Cllr Smith had seconded it, so the Town Clerk will make the alterations on the minutes which the Committee Chairman, Cllr Gallagher, will initial when she is next in the office. Cllr Gallagher therefore proposed that the minutes of the meeting on 27th July 2020 with the previously mentioned amendments be accepted and the recommendations be adopted, seconded by Cllr Mills and **RESOLVED** that the minutes be accepted and recommendations adopted.

1701. TO NOTE ACTION LIST

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
18.12.19	Min 1584, p 3101 – To consider estimates for new website	SN	New website now live. Update placed on this agenda to review site.	Complete
15.1.20	Min 1597, p 3117 – To consider youth mayor/deputy mayor for Telscombe	SN	As a result of pressure of work due to Covid-19 & lack of staff, no progress made on this to date. Suggest review at Annual Council next year.	May 2021
18.3.20	Min 1615, p 3158 – Climate Change working group	SN	Joint meetings continue, next one 21.1.21. TTC to have their own separate one before then.	Ongoing
18.3.20	Min 1622, p 3159 – Terms of Reference for Youth Service Provision	SN	Due to Covid-19 have not been able to implement scheme. Suggest revisit as and when possible and/or restrictions lifted.	Complete
15.7.20	Min 1664, p 3216 – to agree CIL report for 2019/20	SN	LDC have sent report re CIL monies due to TTC. Update to be placed on next meeting agenda.	Dec 20
15.7.20	Min 1667, p 3217 – cycle route from P/H to Telscombe	LO'C	Cllr O'Connor to update us as and when.	Ongoing
15.7.20	Min 1668, p 3217 - Update on cliff-top fencing	SN & working group	2 Zoom meetings held with working group and Mitchells & Butlers representatives. TTC quotes obtained higher than M&B's –	Dec 20



			revised quotes awaited from M&B as LDC confirmed we can have their fencing FOC.	
15.7.20	Min 1672, p 3218 – Consider updated legislation & effects on re-opening Civic Centre	SN	Reviewed at P&R on 7.9.20 & agreed not to open for hirers at present, but to open reception for public enquiries. This will be afternoons only due to lack of staff. <i>Changes in legislation under review at all times & reception now closed due to second national lockdown.</i>	Complete
15.7.20	Min 1673, p 3218 – Devolution Update	SN & working group	Further information from LDC received and reviewed at working group meeting. Update placed on this agenda.	Nov 2020
16.9.20	Min 1695, p 3252 – urgent matters	SN	Re Macmillan coffee morning – agreed for TTC to donate £200 from grant fund. Re memory garden plaque for Tim Armour, former TTC Cllr – Tim’s family agreed to plaque, Town Clerk circulated draft wording to Cllrs which was agreed by majority and plaque now in place.	Complete Complete

Regarding minute 1667 on p 3217 – cycle route from P/H to Telscombe, Cllr O’Connor proposed a joint working group with PeacehavenTC to draw up a joint response to the ESCC Consultation and this was seconded by Cllr Harris. Cllr Robinson advised it has been placed on the agenda for the next Planning & Highways Committee meeting on 23rd November and Cllr O’Connor advised he would like to be involved.

The rest of the action list above was noted.

1702. TO APPROVE PAYMENTS AND RECEIPTS FOR AUGUST AND SEPTEMBER 2020

Payments for August of £21,119.62 and receipts of £123,497.66 and payments for September of £29,882.23 and receipts of £4,045.85 were proposed as correct by Cllr Robinson, seconded by Cllr Page and unanimously **RESOLVED** that they be approved and were signed by the Mayor, Cllr Sharkey.

1703. NOTIFICATION OF INCOME AND EXPENDITURE TO 30th SEPTEMBER 2020

The Town Clerk’s report was noted and it was unanimously **RESOLVED** to agree the actual year to date figures to 30th September 2020 being £126,631 expenditure and £253,810 income.

1704. UPDATE ON NEIGHBOURHOOD PLAN

The minutes from the last Steering Group meeting were noted and also the group’s response to the Planning for the Future white paper consultation.

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1704. Update on Neighbourhood Plan (Contd)

Cllr Page noted that the Steering Group's response to the white paper stated that the population of the two Town Council areas is weighted towards the older generation, but the Neighbourhood Plan is focussing on a reduction in car use to cycling which he felt was contradictory.

1705. TO APPROVE & ADOPT HONORARY FREEDOM OF TOWN POLICY

The Policy & Resources Committee had reviewed and agreed the policy with no changes and recommend approval and adoption by Council. It was therefore proposed by Cllr Judd, seconded by Cllr Smith and unanimously **RESOLVED** to adopt the Freedom of Town Policy with a review due in 3 years' time.

1706. TO APPROVE & ADOPT DATA PROTECTION POLICY

The Policy & Resources Committee had reviewed and agreed the policy with the addition of clarity under the 'use of email' guidelines and recommended approval and adoption by Council. It was therefore proposed by Cllr Judd, seconded by Cllr Smith and unanimously **RESOLVED** to adopt the Data Protection Policy with a review due in 3 years' time.

1707. TO APPROVE & ADOPT EMAIL & INTERNET USAGE POLICY

The Policy & Resources (P&R) Committee had reviewed and agreed the policy with the addition of greater clarity regarding the use of the Council's email addresses/domain name with additional information being added under 1.2, 1.3 and 4.3. The P&R Committee recommend approval and adoption by Council. It was therefore proposed by Cllr Judd, seconded by Cllr Smith and unanimously **RESOLVED** to adopt the Email & Internet Usage Policy with a review due in 3 years' time.

1708. TO APPROVE & ADOPT DOCUMENT RETENTION POLICY

The Policy was due its 3-year review and no amendments were suggested. It was therefore proposed by Cllr Judd, seconded by Cllr Smith and unanimously **RESOLVED** to adopt the Document Retention Policy with a review due in 3 years' time.

1709. TO APPROVE & ADOPT DISCIPLINARY POLICY

The Policy & Resources Committee had reviewed the policy and agreed removal of information pertaining to unsatisfactory work performance and that this be contained within a separate policy to be taken to a future meeting for consideration. The P&R Committee recommend approval and adoption by Council. It was therefore proposed by Cllr Judd, seconded by Cllr Smith and unanimously **RESOLVED** to adopt the Disciplinary Policy with a review due in 3 years' time.

1710. TO APPROVE & ADOPT THE MEMBER/OFFICER RELATIONS PROTOCOL POLICY

The policy, previously known as the Employee/Councillor Code of Conduct Policy, had been reviewed by the Policy & Resources (P&R) Committee. Slight amendments were agreed to the social media guidelines section and it was also agreed to draw up a separate Social Media Policy to be taken to a future meeting for consideration. It was also agreed to rename the Policy the Member/Officer Relations Protocol Policy.

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1710. To Approve & Adopt the Member/Officer Relations Protocol Policy (Contd)

It was therefore proposed by Cllr Judd, seconded by Cllr Smith and unanimously **RESOLVED** to adopt the Member/Officer Relations Protocol Policy with a review due in 2 years' time to bring it in line with review of the Code of Conduct.

1711. DEVOLUTION UPDATE (TELSCOMBE PLAYING FIELDS) AND AGREE COUNCIL DECISION

The working group met in August and running and income costs received from LewesDC (LDC) were discussed. Before a decision was made, it was agreed to await further details from LDC regarding any restrictions on the land.

This information was subsequently received and discussed at a further working group meeting on 14th October. A covenant states that the land should only be used for the purposes of public open space and recreation playing fields or agriculture. In view of this and the current economic climate, the working group recommended that we do not progress this further. It was proposed by Cllr O'Connor, seconded by Cllr Harris and unanimously **RESOLVED** not to progress with devolution of the Telscombe playing fields. The Town Clerk is to inform LDC of the decision.

1712. TO CONSIDER OFFICIALLY RECOGNISING THE HIDDEN DISABILITIES SUNFLOWER SCHEME

Cllr O'Connor gave a briefing on the scheme. It was noted that a hidden disability is a disability that may not be immediately obvious including, autism, mental health as well as mobility, speech, visual or hearing impairments. Such an individual may find particular situations/environments difficult and stressful, causing them to act differently. The sunflower lanyards, badges and wristbands are a way of recognising that an individual has a hidden disability and since Covid-19, in some areas the sunflower has become a recognised symbol of support for those with hidden disabilities. It was therefore proposed by Cllr O'Connor, seconded by Cllr Cheta and **RESOLVED** that Telscombe Town Council:-

- Officially recognises the Hidden Disabilities Sunflower Scheme
- Actively promotes what it stands for and its importance in breaking stigma
- Helps promote the Hidden Disabilities sunflower to local businesses and encourages them to formally look at recognising it.
 - Promote that the Council offices are Hidden Disability friendly and promote the sunflower on its buildings so people can identify the Council as Hidden Disability friendly.
- Spend up to £50 on lanyards etc to give out from the Civic Centre

1713. PROVISION OF LIBRARIES

Cllr O'Connor advised that with the redevelopment of the Meridian Centre and relocation of the library, he wants the two towns to have the best deal possible. Discussion ensued. It was proposed by Cllr O'Connor, seconded by Cllr Smith and unanimously **RESOLVED** to set up a working group consisting of Cllrs O'Connor, Sharkey and Clarkson to work with Peacehaven Town Council to take this forward.

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1714. TO REVIEW & AGREE DIRECT DEBIT/BACS & REGULAR PAYMENTS

It was proposed by Cllr Page, seconded by Cllr Robinson and unanimously **RESOLVED** to authorise the following to be paid by Direct Debit and salaries by BACS via the payroll company:-

- Asset Finance for photocopier lease (assigned from GE Capital)
- Premier Office for photocopies
- Payline Bureau for payroll processing
- Fastnet for broadband monthly and domain renewal annually
- Ingenio for website hosting
- Pitney Bowes for franking machine rental
- Purchase Power for franking machine postage
- Nat West for payment of credit card bills
- Utility companies:- BT, EDF, SSE & British Gas for service contract
- LewesDC for rates
- Northstar IT Services for IT support and email hosting
- Trade UK for payment of trade card purchases
- Focus Group for broadband line rental
- TV Licence
- Advo Payroll for payroll services & payroll payments

And also payment of the following which are made on a regular basis as a result of a continuing contract, statutory duty or obligation such as salaries, PAYE, NI, pension and regular maintenance contracts:-

Grounds maintenance contract 1 – payments to G Burley & Sons

Grounds maintenance contract 2 – payments to EH Treecare

Grounds maintenance contract 3 – payments to M Evans

Grass cutting contract – payments to Countrymans Contractors

Monthly - salaries to staff members, PAYE to HMRC, NI to HMRC & pension payments to ESCC

Transfer of funds to and from investment, normally on a monthly basis.

1715. NOTIFICATION OF INITIAL DRAFT BUDGET PERCENTAGE INCREASE FOR 2021/22

Councillors were advised that draft figures from the Town Clerk/RFO were taken to an initial working group meeting, discussed & minor amendments made. As the Council had not yet been notified of the tax base by Lewes DC, the draft figures had been worked out using last year's tax base of 2,533.6. Using the initial draft figures agreed by all the working group members, it equated to a precept increase of £17,440 (7.3%), a Council Tax increase of £6.89 (7.3%) and Council Tax for a band D property of £101.59 (2020/21 £94.70). The draft figures were noted.

The Remuneration Panel Report is awaited to agree Councillor allowances and the Mayor's allowance for 2021/22 and also the three grounds maintenance contracts are soon to be awarded which will commence in April 2021 for 3 years, then another working group meeting can be held to finalise figures. It is hoped to have this information for agreement at Council in December, otherwise it will have to wait for the January 2021 meeting.

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1716. CONSULTATION ON STANDARDS MATTER 2

Following a brief discussion it was proposed by Cllr O'Connor, seconded by Cllr Page and unanimously **RESOLVED** not to respond to the consultation as the Council had responded to a similar consultation on the Code of Conduct a few weeks ago.

1717. TO REVIEW NEW COUNCIL WEBSITE

Councillors are pleased with the new website which they felt is easy to navigate, but asked if a heading could be added for climate change and also a link to the Council's facebook page. The Town Clerk will investigate.

1718. TO AGREE MEETINGS DATES FOR 2021

It was proposed by Cllr Smith, seconded by Cllr Cheta and unanimously **RESOLVED** to agree the meetings dates for January to December 2021 as circulated with the agenda.

1719. TO AGREE CIVIC CENTRE CHRISTMAS CLOSURE

It was proposed by Cllr Robinson, seconded by Cllr Clarkson and unanimously **RESOLVED** to close the Civic Centre and Council offices at 1pm on Thursday 24th December and re-open them on Monday 4th January 2021.

1720. TO AGREE TO POSTPONE ANNUAL COUNCIL MEETING

Following new legislation put in place due to Coronavirus, it was agreed at the Policy & Resources meeting on 11th May 2020 to defer the Annual Council meeting until such time as the restrictions were lifted and that the Mayor Elect and Deputy Mayor Elect would be re-appointed again at the next Annual Meeting in May 2021 to enable them to be in office for a whole year, as well as possibly part of a year. This meant that the current Mayor and Deputy Mayor remained in place, as well as Committee membership.

In view of a further national lock-down and restrictions being imposed, it was proposed by Cllr Harris, seconded by Cllr Page and unanimously **RESOLVED** to further postpone the Annual Council meeting and it should take place in May 2021, whether or not any restrictions are lifted or are in place at the time, which may mean it will be held remotely.

1721. REPORTS FROM:-

Mayor: Cllr Sharkey advised she had recently undertaken the following:-

- laid a poppy wreath on behalf of TTC at a brief remembrance service at the Peacehaven & Telscombe War Memorial;
- Attended a half-term school lunch at the Peacehaven Football Club;
- Attended a virtual CAB AGM and they were very grateful for the TTC grant;
- Tried to join the Mayor of Brighton's virtual quiz but there had been technical issues;
- Attended a virtual reception of Civic Leaders which included the High Sheriff and Lord Lieutenant
- Attended the East Sussex Prayer Breakfast via a you tube video

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1721. Reports From (Contd) District Councillors:-

Cllr Robinson advised that Catherine Knight had retired and Oliver Dixon is the Monitoring Officer. Cllr Robinson also thanked the football club and Cllr Clarkson’s wife for organising food parcels and hot dinners over the recent half-term school holiday and LDC and donated £1,000. Cllr Clarkson thanked LDC for the donation & advised is looking to set up a hub for Christmas hampers and winter coats.

Cllr O’Connor advised that LDC were looking to the government for support following an increase support for various hubs.

County Councillor: Cllr Smith advised he attends regular ESCC meetings. There will be financial implications for ESCC next year due to Covid. He advised that the Chief Executive, Becky Shaw, issues quarterly reports and finished by saying that he has a good relationship with the road steward so if anyone has any problems, please advise him and he will try to get them resolved.

Representatives on external bodies:-

Crimestoppers – Cllr Harris advised domestic violence is increasing due to Covid

Joint Action Group – Cllr Mills advised there had been several car thefts between Denton and Saltdean. She advised that teenagers who had been riding scooters had been caught and issued with ankle monitors. She ended by advising about the Rita Project which is making up food boxes and they have an Amazon wishlist. She will forward details to the Town Clerk for circulation.

Saltdean Residents’ Association – Cllr O’Connor advised he could not attend the last meeting as he had not been sent the link. He did highlight that electronic car key fobs are making it easier for cars to be stolen due to electronic technology and they should be kept in a metal container. It was agreed to put an article in our next newsletter regarding this.

1723. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING OR INCLUSION ON A FUTURE AGENDA

Cllr Robinson asked if an item could be placed on the next agenda regarding how to spend the CIL money TTC has. The Town Clerk confirmed she had just received another payment from LDC and she had already drafted a report for the next meeting.

Cllr Smith advised that his father, who was the first Head of Cardinal Newman School, had died on Friday.

1724. EXCLUSION OF PRESS AND PUBLIC

It was **RESOLVED** to exclude the press and public during consideration of the following items pursuant to section 1 (2) of the Public Bodies (Admissions to Meetings) Act 1960 on the grounds that publicity would be prejudicial to the public interest by reasons of the confidential nature of the business to be transacted.

Signed.....
Mayor, Cllr I Sharkey

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CONFIDENTIAL

1725. CONFIDENTIAL UPDATE ON NEIGHBOURHOOD DEVELOPMENT PLAN

Confidential.

There being no further business, the meeting closed at 9.14pm.

Signed.....
Mayor, Cllr I Sharkey

Date of next Council Meeting - 16th December 2020